

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

AUDIO-VISUAL EQUIPMENT



SUBMIT PROPOSAL TO:

Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365

Due Date: Wednesday, October 5, 2016 by 3:00 P.M., PDT

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS AUDIO-VISUAL EQUIPMENT

SECTION I. INTRODUCTION AND BACKGROUND

A. Proposer Entity

The City of Newport (“City”) is seeking well-qualified individuals, firms, or teams (Proposer) to design, procure, and install a comprehensive audio-visual system for the City Council Chambers.

B. Overview

The City of Newport is:

- a prime tourist destination on the Central Oregon Coast
- the county seat of Lincoln County
- a hub for arts, culture, and cultural tourism
- a major commercial and recreational fishing port
- a nationally-recognized working waterfront that successfully incorporates commercial fishing, seafood processing, and tourism
- one of the nation’s largest marine science education and research centers
- the site of Oregon State University’s Hatfield Marine Science Center
- NOAA’s National Marine Operations Center
- the site of the Oregon Coast Aquarium
- a major United States Coast Guard station and USCG Air Facility
- still active in the forest industry with a large logging and paper processing presence.

The Yaquina River and Port of Newport is a gateway to the Pacific Ocean. The City has a strong tourism base due to its moderate temperature and remarkable weather in all seasons.

C. Goal, Source of Funds, and Budget

The goal of this project is to update, add, and/or replace existing audio-video equipment. The source of funds for this service is from the City’s General Fund. Based on the potential proposal costs, the project may be split into two or three components.

D. Audio-Visual Equipment

1. Audio System

- a. Provide that all audio press feeds to be via transformer isolated audio distribution amplifiers.
- b. Re-use, if possible, existing assistive listening system, audio amplifier, and speakers.
- c. Provide software controlled, transformer isolated audio mix for CATV feed.
- d. Add new 70V amplifier and speakers to adjacent Conference Room A to provide overflow seating area sound reinforcement of council chamber system. Provide automatic actuation via operable partition position sensor switching system.
- e. Control via IP.
- f. Replace all audio digital signal processing (DSP) with current models. Digital signal processing to be capable of automatic microphone mixing and acoustic echo cancellation. Audio DSP to have interface to POTS or VOIP telephone system per City requirements.
- g. Replace all microphones with 15" gooseneck microphones with base (not fixed to counter).
- h. Add second microphone at testimony position.
- i. Replace existing wireless microphones.
- j. Remove cassette decks.

2. Video System

- a. Replace existing video switching systems with a HD/4K capable digital video switching system. Control via IP.
- b. Inputs
 - i. Clerk position and the testimony lectern positions; replace existing analog video inputs with local video switcher with auto-switching HDMI, VGA+Audio, and Display Port and SDI inputs, transmission via category cable. Switcher may be mounted in vertical space below counter.
 - ii. Presentation position floor box provide HDMI input, transmission via category cable.
 - iii. Wireless collaboration interface utilizing owner provided Wi-Fi network.
 - iv. Demo all other input connections and cabling. Replace unused connection

- v. panels with blank panels as required. Replace existing panels at Clerk's position and Testimony Lectern with new panels to fit existing cutout and mounting holes. Maintain all other connectivity, i.e. telephone and network. Provide scaling as required for all outputs. Remove VCR. Demo all existing composite video press feed connections and cable.
- c. Outputs
- i. Replace existing output cabling systems with a HD/4K capable digital video via category cable transmission systems as required.
 - ii. Utilizing the 2 existing video projectors - home run input cabling for each projector. Same feed for both projectors. As an alternative, replacement of the existing monitors and screens with 4 each new 70" video monitors, back-to-back - home run input cabling for each monitor (do we need cabling for four monitors since they would be installed back-to-back?). Include cabling for 70" video monitors even though the City may opt to use the existing projectors for a period of time. Same feed for all monitors.
 - iii. Video production switcher.
 - iv. Feed to owner provided Granicus system (analog AV inputs - Is this right?).
 - v. Updated control system touch screen monitor interface.
- d. Upgrade all video transport and switching to digital for high definition display and transmission of video program.
- e. Upgrade control system to include current technologies incorporating control via IP and HDBaseT. Maintain current level of control utilizing similar touch panel layouts.
- f. Upgrade all audio systems (except amplification) to incorporate digital signal processing. Digital signal processing (DSP) is to include automatic microphone mixing for in-room sound reinforcement, acoustic echo cancelation (AEC) for use with audio and video teleconferencing.
- g. Add professional video production switching system and five high definition PTZ cameras.
- h. Potential manufacturers include: Control System - Crestron, AMX, Extron; Video Switching, Routing, Scaling - Extron, Crestron; Audio - Biamp, QSC, Extron, Crestron; Cameras and Camera Controller - Sony, Vaddio, Panasonic, Marshall; Video Production - Roland, NewTek; Microphones - Shure, Audio Technica; Monitors - Samsung, LG, NEC, Sharp

3. Control System

- a. Replace control system with current make and model. Provide control inputs and outputs as required to maintain current level of control for all aspects of the system.
- b. User interface is to provide same level of control and utilize similar screen layouts as current system. All touch screen control pages to be reviewed and approved by City of Newport personnel responsible for daily operation of the system. Review to occur prior to implementation.
- c. 19" - 22" HD touch screen monitor at Clerk's position.
- d. 7" - 10" touch screen at equipment rack location.
- e. Update keyboard and mouse connections to USB. Provide Icron USB extender via category cable system to owner provided computer at equipment rack. Owner to provide computer keyboard and mouse.

4. Video Production

- a. Video Production Mixer Eight input channels (min.) video production switcher with frame synchronization and scaling all inputs. Accepted inputs: HDMI, HD-SDI, DVI-I, Component, Composite. Multi-view monitor output. Main output: SDI, DVI-D, HDMI, RGB/Component, Composite. Other requirements: Internal keying, HDCP support, and still image store.
- b. Multi-View Monitor: 37" to 42" 1080p direct lit.
- c. Pan/Tilt/Zoom Camera, 4 each HD-SDI output (1080p), camera control via VISCA/RS-232, remote power.
- d. Fixed View Camera, 1 each HD-SDI output (1080p), remote power. Provide auto-iris lens for static shot of full council. Remote control for camera set-up via RS-232. Camera Controller Full pan/tilt/zoom control with multiple preset for each camera, white balance and color control for each camera. Joystick operation of pan/tilt/zoom. Remote control of cameras via VISCA/RS-232.

5. Miscellaneous

- a. Provide necessary blanks and vents for existing main equipment rack.
- b. Remove existing equipment rack at City Recorder's position.
- c. Provide under-counter rack mount at City Recorder's position for new Blu-ray player.
- d. New custom connection panels to match format of existing panels.

- e. Any equipment removed from service to be turned over to the City of Newport.
- f. On-site training on new equipment, with on-going telephone support.
- g. List cost of annual routine maintenance of system.

E. Timetable

A comprehensive visioning process will likely take most of a year and will conclude by January 2017. The approved vision will be available to begin guiding the City of Newport, including the Council's goal-setting session, for the 2017/2018 Fiscal Year. The timetable is:

Release of Request for Proposals	August 30, 2016
Pre-Proposal Meeting	September 16, 2016 at 1:00 P.M.
Proposals Due	October 5, 2016 by 3:00 P.M. PDT
Proposal Award Date	October 17, 2016
Vendor Begins Work	As Mutually Agreed Upon by Successful Proposer and the City

E. Deadline for Submission of Proposals

The proposal must be **received**, via e-mail to Peggy Hawker, at p.hawker@newportoregon.gov, by 3:00 P.M., PDT, on **Wednesday, October 5, 2016**.

Timely submission of proposals is the sole responsibility of the Proposer. A proposal received after the deadline will not be considered.

F. Proposal Requirements

The RFP will be incorporated into any resulting Contract with the successful Proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful Proposer will become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain the following:

1. A cover letter. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the Proposer to all commitments made in the proposal must sign the letter.

2. The name and contact information of the Proposer's primary contact person.
3. Narrative response describing the timeline and plan to install and implement the proposed system. Provide a timeline and plan for installation and implementation of the system at one time; and provide a timeline and plan for the installation and implementation of the proposed system over a three-year period. Tell the City how the proposal could logically be divided into three components.
4. Description of related experience in installing and implementing audio/video systems in similar facilities.
5. Detailed overall project budget, and detailed budget for each of the three components if the City opts to divide the project over a three-year period.
6. Other information that may assist the City in making its selection.
7. Each Proposer shall also furnish client information for the last five years including names, addresses, phone numbers, and principal contacts for which your firm provided similar services. Please include references where installation and implementation occurred. By submitting a proposal, a Proposer consents to the City contacting listed references, as well as parties with whom Proposer has previously contracted. The results of those contacts will be considered by the City in its evaluation of proposals.

G. CONTRACT AWARD

1. The City may accept or reject the recommendation of the staff as to the successful Proposer, cancelation of the procurement, or related matters.

The successful Proposer selected to provide the services outlined in this RFP shall enter into a contract directly with the City of Newport within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the Proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefore, and with all rights reserved.

2. Proposal Evaluation and Selection Process

Proposals will be evaluated based on the following categories, including references and information from entities or persons with whom Proposer has entered into contracts within the last five years. The successful proposal may be

eligible for negotiation as to the matters, if any, identified as suitable for negotiation in this RFP.

Proposer qualifications, experience, and demonstrated ability	20 points
References and contacts from previous clients	30 points
Project understanding and approach for accomplishing City objectives	20 points
Thoroughness, quality, and responsiveness of proposal to questions to be answered by Proposer as detailed in this RFP	20 points
Cost reasonableness and appropriateness as compared to all other proposals	10 points

III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful Proposer and the City of Newport:

A. Budget

Total expenditures under this contract shall not exceed the amount budgeted by the City. In the event City requires additional services beyond those agreed to by the parties in the contract, such services will be documented in writing as an amendment to the contract.

B. Laws and Policies

In the performance of the work, the selected successful Proposer shall abide by and conform to all applicable laws and rules of the United States and the State of Oregon.

C. Contract

The contract with the successful Proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Council.

D. Costs Incurred by Proposers

All costs of proposal preparation shall be the responsibility of the Proposer. The City shall not be liable for any pre-contractual expenses incurred by Proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

E. General City Reservations

The City of Newport reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify Proposers that the solicitation has been canceled. If, in the City's judgment, an inadequate number of proposals are received, or the proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFP or execute a contract with the next highest ranked Proposer. The City may also cancel this solicitation entirely, subject to compliance with applicable laws and the City's public contracting rules.

F. Addenda to the RFP

Addenda to the RFP will be posted on the City's website at www.newportoregon.gov.

G. Termination

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days' prior written notification by the City to the successful Proposer.

H. Proposer's Validity Period

Proposals shall be valid for a period of 70 days from the proposal deadline.

I. Proposer's Contact for Information

Proposers may contact Peggy Hawker, City Recorder/Special Projects Director, with any questions regarding the scope of work of this RFP at:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0613
p.hawker@newportoregon.gov**

J. Deadline for Submission of Proposals

The proposals must be **received** by 3:00 P.M., PDT, on **Wednesday, October 5, 2016**. Proposals must be sent via e-mail, with RFP for Audio/Video in the subject line, to: p.hawker@newportoregon.gov.

Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.